



Brussels Sports Association Secretary

Position Description:

The BSA Secretary provides leadership and oversight to guide the mission of the Brussels Sports Association. They serve as the record keeper for meetings of the Board of Directors and help coordinate BSA's communication strategy, public relations and outreach. The Secretary ensures that the BSA mission is effectively communicated in all projects, collaborations and community partnerships. The Secretary communicates clearly, effectively and regularly with other board members. The Secretary works closely with the Managing Director to plan and executive BSA's communication strategy in order to create a seamless message from the BSA Board to the wider BSA community. The BSA Board Secretary is a volunteer role that requires approximately 5 hours per week.

Values:

The BSA Secretary brings passion, focus and commitment to the BSA mission. The Secretary believes deeply that community sports programs are an integral part of bringing diverse, international communities together. The Secretary knows that strong, fun sports programming can help kids reach their full potential. The Secretary is comfortable in positions of leadership and believes in collaboration, communication and teamwork. He/she is comfortable working with an international community and a diverse Board of Directors to help BSA bring its vision to fruition. He/She believes that volunteerism is an integral part of creating a vibrant, supportive and positive world and is committed to generously sharing his/her time in that effort.

Key Skills:

- A deep understanding of and belief in the BSA mission.
- Ability to guide and support others (including other Board Directors and the Managing Director) in fulfilling the BSA communication strategy.
- Ability to understand different communication needs and styles across stakeholder communities.
- Organized and able to strategically manage his/her time to ensure that communications with the BSA community, Managing Director and Board of Directors are made in a timely manner.
- Able to communicate across cultures with patience, clarity and understanding. All BSA communication is done in English, but additional language skills are a welcome asset.
- Enthusiastic about fostering a deeper awareness and understanding about what BSA has to offer to the international community in Brussels.
- Have solid written and verbal communication skills.
- Excellent attention to detail.
- Comfortable representing themselves as a member of the BSA Board.

Key Responsibilities:

- Attend monthly Board Meetings, record minutes and finalize meeting minutes for Board approval.
- Work closely with other members of the Board of Directors to create the BSA communication strategy.
- Check-in regularly and as needed with the Managing Director to discuss and plan BSA communications (e.g. social media planning, newsletter content, etc).
- Work with the Board of Directors to ensure consistent and regular follow-through on assigned tasks.
- Collaborate with the Vice President to ensure that BSA's advancement strategies maintain a streamlined and effective voice inline with BSA's mission.
- If determined by the Board of Directors, serve as a signatory on BSA bank accounts and PayPal.
- Manage the BSA Secretary email account and communicate regularly throughout the year by responding to emails in a timely manner.

About BSA

The **Brussels Sports Association (BSA)** was established in 1958 to provide competitive team sports opportunities for children of the international community. BSA partners with international schools to provide 4 sports to all children from ages 4 - 12.

As a volunteer organization, **BSA promotes fair play, skills development and fun for children and their families.**

The BSA does not merely operate a sports program for children. It seeks to teach, through the direct interaction of BSA leadership, volunteer coaches and team parents, certain values associated with team sports, particularly values of fair play, team spirit and mutual respect. In BSA's philosophy, each child's efforts are to be maximized and praised, regardless of innate athletic ability. Team coaches seek, through basic skills evaluations, to balance competing teams, so that to the extent possible, a rough parity may be achieved.

- To provide an opportunity for children of the international and local communities in Belgium to participate in team sports.
- To instill basic athletic skills, a sense of fair play and team spirit via sports competition.
- To ensure that BSA sports programs are structured via established international guidelines to allow participating children to advance to other sports opportunities through high school and beyond.

The critical component of the BSA philosophy is that winning is NOT everything. Participating and effort are the keys and children are taught by the example of the BSA volunteers that losing a game or a season is far less important than the enjoyment one has in playing as well as one can. The joy of winning is the easy part; learning to lose gracefully is an equally valuable lesson for the children to learn. The BSA Board is careful to ensure that those who administer the sports programs practice the precepts of this philosophy.